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RECORDS MANAGEMENT DIVISION

Chief, Management Staff

10 January 1955

Chief, Records Management Division

25X1A9a Promotion and Change in Career Service Designation for
Mr. [REDACTED] Area Records Officer, Security Office

25X1A9a 1. In accordance with your request [REDACTED], I have examined the proposed promotion and change in career service designation of Mr. [REDACTED] from a technical and substantive point of view and I concur in the promotion and change in career service designation. 25X1A9a

2. Mr. [REDACTED] has been in Grade 11 since February 1953. He therefore meets the time in-grade requirement of 18 months. As of 10 January 1955, I consider that his work as an Area Records Officer for the Security Office has been entirely satisfactory from a technical viewpoint. 25X1A9a

3. The position to which Mr. [REDACTED] is recommended for promotion is now classified at GS-12. In my opinion this is the proper grade classification.

25X1A9a
[REDACTED]

[Handwritten signature] 1/10/55

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